

Minal Shamraoji Deshmukh
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CAREER OBJECTIVE

To reach the zenith of the hierarchy of the company by leveraging my knowledge and performance, also contributing my level best logical and analytical skills for the overall Success and Development of the Organization which in turn helps me to be Successful in Life.

CAREER ABSTRACT

- Presently working at **Excell Fibrotech Pvt. Ltd., Nagpur** as Manager Since Feb 2018
- **10 Months** working experience as **Support Engineer** at **Automation Manifold Services Pvt, Ltd., Nagpur**
- **6 Months** Working Experience as **Admin Engineer** at **Susham Solutions, Nagpur**

CORE COMPETENCIES

Platforms : Windows XP/7/8.1/10
Languages : C, PLC-SCADA
Hands on Tools : MATLAB, VISIO-Software, Auto-CAD, Express PCB
Computer Skills : MS-Office - 7/10

PROFESSIONAL EXPERIENCE

❖ **Excell Fibrotech Pvt. Ltd., Nagpur, Maharashtra, India.** **Since Feb-2018**
Website: www.excellfibrotech.com
Company Profile: Manufacturing
Designation: Manager.

- ✓ **Tender Documentation and Bidding**
- ✓ **Making Product Quotations**
- ✓ **Accounting**
- ✓ **Office Management**

Key Result Areas

- Evaluate tenders regarding industries or supply and discuss with higher authorities and clients.
- Prepare Documents for tenders, envelope-sealing.
- Estimate costs of installing and maintaining equipment or service.
- Develop reports and proposals as part of sales presentation to illustrate benefits from use of good or service.
- Consult with clients after sale to resolve problems and to provide on-going support.

❖ **Automation Manifold Services Pvt. Ltd., Nagpur.** **April-2017 to Jan-2018**
Website: www.amsworld.net
Company Profile: Automation & Service
Designation: Support Engineer.

- ✓ **Tender Documentation and Bidding**
- ✓ **Back Office Technical Support**
- ✓ **Making Product Quotations**
- ✓ **Accounting**
- ✓ **Office Management**

Key Result Areas

- Evaluate tenders regarding Automation industries or supply and discuss with seniors.
- Prepare Documents for tenders, envelope-sealing.
- Estimate costs of installing and maintaining equipment or service.
- Prepare material cost and timing estimates, reports and design specifications for electrical and electronic systems and equipment.
- Communicate electronically and in person with computer users experiencing difficulties to determine and document problems experienced.
- Provide advice and training to users in response to identified difficulties and also collect, organize and maintain a problems and solutions log for use by other technical support analysts.
- Participate in the redesign of applications and other software.
- Develop reports and proposals as part of sales presentation to illustrate benefits from use of good or service.
- Consult with clients after sale to resolve problems and to provide on-going support.

❖ Susham Solutions Nagpur, Maharashtra, India.**Oct-2016 to April-2017****Website:** www.sushamsolutions.com**Company Profile:** Sales & Services**Designation:** Admin Engineer

- ✓ **Making Quotations**
- ✓ **Order Follow up**
- ✓ **Tender Documentation and Bidding**
- ✓ **Follow up Outstanding Payment**
- ✓ **Coordinate with Customer on Telephonic Conversation**
- ✓ **Drafting Letter**
- ✓ **Accounting and Office Management**

Key Result Areas

- Evaluate tenders regarding supply and discuss with seniors.
- Prepare Documents for tenders, envelope-sealing.
- Develop reports and proposals as part of sales presentation to illustrate benefits from use of good or service.
- Consult with clients after sale to resolve problems and to provide on-going support.

ACADEMIC QUALIFICATIONS

Course	Board/University	Year of Passing	Percentage
B.E. (Electrical Engineering)	R.T.M.N.U.	2016	64.61%
HSC	Maharashtra State Board	2012	64.50%
SSC	Maharashtra State Board	2010	86.18%

Projects Handled

- **B.E. Final Year – Engineering Final Year MEGA PROJECT**
 - **Title:** “Circuit Breaker Based Feeder Pillar”
Role: Assembly of Hardware and software development.

Achievements

- Actively participated in a National Level Paper Presentation Competitions.

Personal Information:

Father's Name	: -	Mr. Shamraoji Laxman Deshmukh.
Mother's Name	: -	Mrs. Anjaly Shamraoji Deshmukh
Date of Birth	: -	26 th August 1994.
Language Known	: -	Marathi, Hindi & English
Marital Status	: -	Single
Nationality	: -	Indian

Place: Nagpur

Minal S. Deshmukh

Date: